Lanier 5635/5645

Operating Instructions
Network TWAIN Scanner Reference

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation of the scanner drivers and utilities. To get maximum versatility from the scanner drivers and utilities all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy for future reference.

Please read the Safety Information in the “Copy Reference” manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of operating the scanner dirvers and utilities.

Caution:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution (in case of 100BASE-TX environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

STP with ferrite core must be used for RF interference suppression.

Declaration of Conformity

Product Name: Network Interface Board

Model Number: 185–E

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received,

including interference that may cause undesired operation.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

CE

Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC.”

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Trademarks

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Ethernet® is a registered trademark of Xerox Corporation.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Note

The proper names of the Windows operating systems are as follows:

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0
- Microsoft® Windows NT® Server operating system Version 3.51
- Microsoft® Windows NT® Work station operating system Version 3.51

Manuals for This Machine

The following manuals describe the operational procedures and maintenance of this machine.

To enhance safe and efficient operation of this machine, all users should read and follow the instructions carefully.

❖ **Copy Reference**
Describes the procedures and functions for using this machine as a copier.

❖ **System Settings**
Describes the system settings of this machine.

❖ **Printer Reference 1**
Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Reference 2**
Describes the procedures and provides necessary information about using this machine as a printer. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions".

❖ **Network Printing Guide Operating Instructions**
Describes the procedures and provides necessary information about setting up and using the printer under the network environment. We recommend this manual as your first choice, and it is included as a PDF file on the CD-ROM labeled "Operating Instructions".

❖ **PostScript 3 Unit Type 1045 Operating Instructions Supplement**
Describes the menus and features you can set using the PostScript printer driver. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions".

❖ **UNIX Supplement**
Provides information about setting up and using the printer in a UNIX environment. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions".

❖ **Scanner Reference**
xxxxxxxxxxxxxxxxxx

❖ **Network TWAIN Scanner Reference**
Describes the procedures and provides necessary information about using this machine as a network scanner. This manual is included as a PDF file on the CD-ROM labeled "Scanner Drivers & Utilities"(this manual).

How to Read This Manual

Symbols

In this manual, the following symbols are used:

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's operation panel.

Keys on the computer's keyboard.

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1. Preparation

2. Installing the Scanner Drivers and Utilities

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4. Appendix

1. Preparation

The drivers and utilities (provided on the CD-ROM) are available to use the machine with the scanner kit option installed on the network.

The network scanner has two functions: the "Network Delivery Scanner" and the "Network TWAIN Scanner".

This chapter provides necessary information on the features, the best environment for the drivers and utilities, as well as the drivers and utilities included on the CD-ROM labeled "Scanner Drivers & Utilities".

Note

- ❒ You can add the Network Delivery Scanner function using Ridoc Document Router LT which comes with the machine to deliver scanned images to clients on the network.
- ❒ This manual mainly explains how to use the Network TWAIN Scanner function. For more information on the operation and configuration settings of the Network Delivery Scanner function, see the manual that comes with Ridoc Document Router LT.

Features

TWAIN Driver

The TWAIN Driver is necessary for scanning originals with the scanner. Make sure that this driver is installed prior to using the scanner.

When configuring this driver from hardware applications that work with commercially available TWAIN or the included Ridoc Desk 2000 Lt, the driver will automatically launch and set the scanning configurations, when scanning originals.

Also, this driver contains several functions such as, setting character strings like dates and pages numbers, and making corrections for tilted characters before scanning.

Ridoc Desk 2000 Lt

This software, which is installed in a client computer, manages various types of data files, such as existing image files, files created by applications, image data scanned by the scanner.

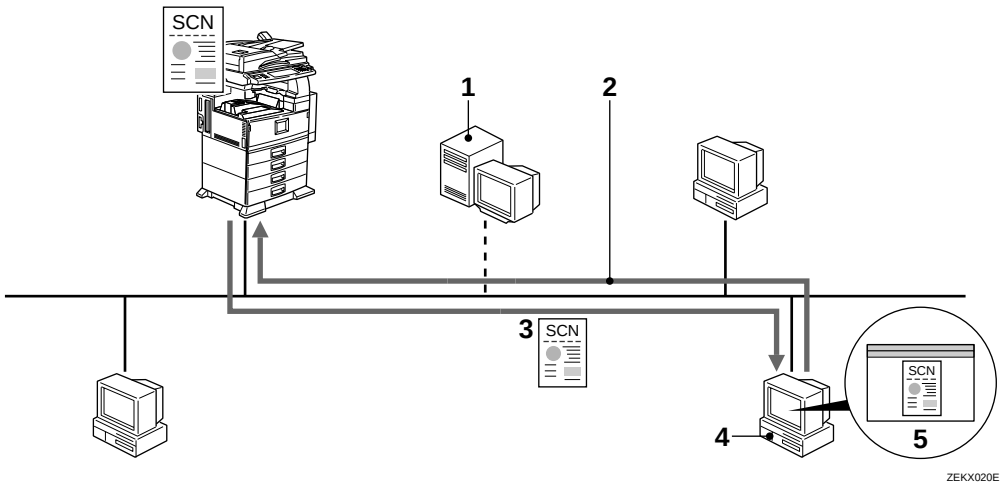
You can view files transmitted to the IN tray, and you can also use the machine as a network TWAIN scanner with the included TWAIN Driver.

In order to use the Ridoc Desk 2000 Lt or the "Job Binder" functions, these and the TWAIN Driver must be installed separately.

Network TWAIN Scanner

When the machine is connected to a network, the Network TWAIN Scanner allows the machine to be used by any client computer on the network in the same way as a local scanner.

After setting an original on the machine, the Ridoc Desk 2000 Lt or other TWAIN compatible applications can be used on a client computer where the TWAIN Driver is installed. The applications running on the client computer use the driver to make scanning settings and send the scanning command to the machine. The scanned data is sent to the client computer via the network.



1. Delivery server

Not used when the machine operates as Network TWAIN Scanner. ⇒ P.3 *"Network Delivery Scanner"*

2. Scanning command

3. Scanned data

4. Client computer

The TWAIN Driver is used when scanning the original, to make scanning settings and control operation.

5. Ridoc Desk 2000 Lt

Uses the TWAIN Driver to scan the originals, and can be used to view and edit the scanned data. ⇒ P.15 *"Basic Scanning Operations Using the Ridoc Desk 2000 Lt"*

To use the Network TWAIN Scanner to scan originals, follow these steps:

① Setting originals
Set originals on the exposure glass (platen glass) or in the Auto Document Feeder (ADF).

Reference

For more information on setting originals on the exposure glass (platen glass) or in the Auto Document Feeder (ADF), see the Copy Reference.

② Configuring the scanner settings from a network client
Start TWAIN Driver from the application that works with TWAIN Driver, and then configure the scanner settings.

③ Start the scan
The TWAIN Driver starts scanning.

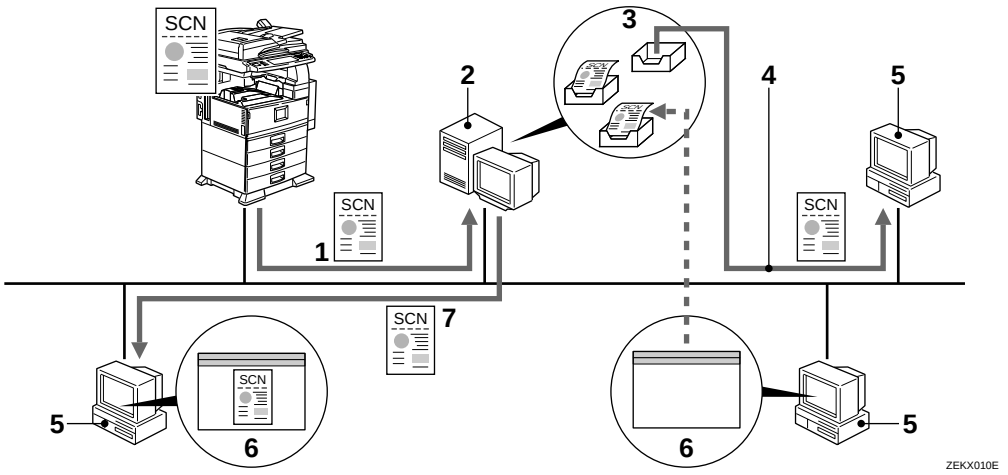
Network Delivery Scanner

When used as a Network Delivery Scanner, the machine delivers scanned data to a specified destination selected from a list of destinations pre-registered in the delivery server. This requires that the Ridoc Document Router Lt or optional Ridoc Document Router is installed on the delivery server on the network.

Scanned data can also be stored in the machine and selected later for repeated delivery.

Reference

For detailed information on the Network Delivery Scanner, see the Scanner Reference.



1. **Scanned data**

Specify destination and scan originals. The scanned data is then sent to the delivery server.

2. Delivery server

The server in which the Ridoc Document Router Lt is installed. It delivers scanned data to devices connected to the network. Using the Delivery Management Tool of Ridoc Document Router Lt, destinations and sender names are registered in address book format, and delivery options can be set individually for each destination.

3. IN tray

IN trays are created for registered destinations. Scanned data are stored in the IN trays of the delivery server.

4. Ridoc Document Router Link

Monitors the IN tray of the delivery server, and when scanned data is sent to the IN tray from the machine, it processes the data according to settings made with the Delivery Management Tool.

5. Client computer

6. Ridoc Desk 2000 Lt

Software installed in the client computer. Allows viewing and deleting of the scanned data in the IN tray, and also downloading the data to the client computer.

7. Delivered scanned data

Data sent from the machine is separated for each user in the delivery server, and then data is processed to each user according to the settings made with the Delivery Management Tool of Ridoc Document Router Lt.

Note

❒ The optional Ridoc Document Router provides the following additional functions.

- Deliver scanned data as e-mail attachment.
  You can send e-mail with the scanned data attached or only as a notice of delivery.
- Deliver scanned data with optinal Ridoc Desk 2000

To deliver scanned data to a client using the Network Delivery Scanner, follow the procedure below:

Reference

For more information on operating the Network Delivery Scanner, see the manual that comes with the Ridoc Document Router Lt.

Note

❒ The first four steps can be done in any order.

① Selecting the receiver
Use the control panel to set the address of the client that will receive scanned data.

② Selecting the sending client computer
Use the control panel to set the address of the client that will deliver scanned data.

③ Configuring the scanner settings
Use the control panel to configure the scanner settings.

④ Setting originals
Set originals on the exposure glass (platen glass) or in the Auto Document Feeder (ADF).
For more information on setting originals on the exposure glass (platen glass) or in the Auto Document Feeder (ADF), see the Copy Reference.

⑤ Start the scan
The scan starts.

Environments

To use TWAIN Driver or Ridoc Desk 2000 Lt, the following hardware and software environments are required.

❖ **Personal Computer**

This driver will run with PC/AT compatible devices.
The computer must have a CD-ROM drive. (The driver is provided on a CD-ROM.)

Limitation

❒ When using Windows NT, the driver does not work with RISC base processors (MIPS R series, Alpha AXP, Power PC).

❖ **OS**

TWAIN Driver: Windows 95/98/Me, Windows 2000 or Windows NT 4.0/3.51
Ridoc Desk 2000 Lt: Windows 95/98/Me, Windows 2000, Windows NT 4.0

Note

❒ Neither software works with Windows 3.1.

❒ The Ridoc Desk 2000 Lt does not work with Windows NT 3.51.

❖ **Memory**

Windows 95/98/Me: 16MB or more (48MB or more recommended)
Windows 2000: 20MB or more (64MB or more recommended)
Windows NT 4.0/3.51: 24MB or more (64MB or more recommended)

❖ **Display**

TWAIN Driver: Requires VGA (640×480) supporting 256 colors or more.
Ridoc Desk 2000 Lt: Required SVGA (800×600) supporting 65,536 colors or more.

❖ **Hard Disk**

100MB of hard disk space (100MB or more recommended) are required for the installation, save and preview image files.

❖ **Ethernet Board**

It must be compatible with Windows 95/98/Me, Windows 2000 or Windows NT 4.0/3.51 envroments.

Note

❒ The Ethernet board does not work if it is not recognized in the Windows 95/98/Me, Windows 2000 or Windows NT 4.0/3.51 environments.

❖ **Ethernet Cable**

Use category 5 STP cabling with an RJ-45 connector.

❖ **Network Protocol**
TCP/IP

❖ **TWAIN Compliant Application**
An application compliant to TWAIN 1.6 or later must be installed.

Note

❒ If you are not sure that the application you are using is compliant to TWAIN 1.6 or later, contact the manufacturer of the application.

Software and Utilities on the CD-ROM

The following is an explanation of the contents of the CD-ROM labeled "Scanner Drivers & Utilities".

For information about the software included on the CD-ROM labeled "Printer Drivers and Utilities", see the Printer Reference 1.

TWAIN Driver

The TWAIN Driver is necessary for scanning originals with the scanner. In order to use this machine as a network TWAIN scanner, it is necessary that you install this driver. This driver will launch automatically when scanning originals and when configuring this driver with the hardware selection applications which work with TWAIN.

Also, this driver contains several functions such as, setting character strings like dates and pages numbers, and making corrections for tilted characters before scanning.

Ridoc Desk 2000 Lt

The Ridoc Desk 2000 Lt, which is installed in a client computer, manages various data files including files created by applications, image data scanned by the scanner, existing image files.

Simultaneously with the installation of Ridoc Desk 2000 Lt, the "Job Binder" function is also installed. The "Job Binder" function allows files complied using multiple applications and Ridoc Desk 2000 Lt documents to be stored as printing data in the PC and to be printed as one document, or to be stored as data and to be printed using commands for stapling or 2-sided printing. It is also possible to change the printing order later on. It is possible to install only the "Job Binder" function from the installation window of the Ridoc Desk 2000 Lt.

Important

❒ In order to use the Ridoc Desk 2000 Lt and/or the "Job Binder" function, it is necessary to install the TWAIN Driver separately.

❖ **Utility (Ridoc Document Router Link)**

The Ridoc Desk 2000 Lt utility Ridoc Document Router Link is installed together with the Ridoc Desk 2000 on the client computer.

The Ridoc Document Router Link is regularly observed on the transmission server from the client computer, and it can receive as well as inform the user when it has transmitted files to the IN tray.

❖ **Utility (Ricoh File Writer)**

This utility converts files created by software to image files like TIFF or BMP, instead of printing them and saves them into the Ridoc Desk 2000 Lt work folder. For more information, see the Ridoc Desk 2000 Lt Help file.

Note

❒ Normally, the Ricoh File Writer is installed at the same time with the Ridoc Desk 2000 Lt; however, when using Windows 95/98/Me, it is possible that the Ricoh File Writer will not be installed. If this happens, install the Ricoh File Writer separately by using **[Add Printers]**. For more details, see the "README" file in the **[RFWRITER]** folder on the CD-ROM.

Ridoc Document Router Lt

The Ridoc Document Router Lt. software is installed in the transmission server. Text transmitted from the machine is divided on the transmission server, kept in the specified IN tray and it is also saved in the folder of the client computer located on the same network.

When using this machine as a network transmission scanner, it is necessary to register the receiver's address of the scanned text as well as the information of the sender beforehand in the transmission server by using the transmission control tool. The transmission control tool is a utility included in the Ridoc Document Router Lt, and the transmission address or sender editings, maintenance of the transmission server, as well as the configuration and control of the transmission system can be used during operation.

Reference

For more information, see the manual that comes with Ridoc Document Router Lt or Help file.

2. Installing the Scanner Drivers and Utilities

To use the machine as a network scanner, TWAIN Driver is essential.

Note

❒ If you do not have applications that work with TWAIN, it is necessary to also install the Ridoc Desk 2000 Lt. Please be aware that the Ridoc Desk 2000 does not work with Windows NT 3.51.

This chapter assumes that the reader has sufficient understanding of the Windows operating system. See the Windows operation manual for details about its functions and operation.

The ways for installing the scanner driver on your computer vary depending on your operating system. Follow the procedures described below.

Using Windows 95/98/Me, Windows 2000 or Windows NT 4.0

Install the scanner driver for Windows 95/98/Me, Windows 2000 or Windows NT 4.0 using the Plug & Play function of the OS. Here examples of Windows 98 are used for the explanations. The basic operations are similar for Windows 95/Me, Windows 2000, and Windows NT 4.0.

Note

❒ Before installing, make sure that your computer is set up in an environment that can support the TCP/IP protocol. See the manual that comes with your computer for details.

Installing the Scanner Drivers by Auto Run

You can install the scanner drivers and utilities, and set them up easily by using Auto Run.

Follow these steps to install the scanner drivers and utilities on Windows 95/98/Me, Windows 2000 or Windows NT 4.0.

Limitation

❒ If your system is Windows 2000 or Windows NT 4.0, installing the scanner drivers by Auto Run requires Administrators permission. When you install the scanner drivers by Auto Run, log on using an account that has Administrators permission.

❒ It is not possible to install the scanner drivers and utilities using Autorun in Windows NT 3.51. For installing in Windows NT 3.51, see P.13 *"Using Windows NT 3.51"*.

Note

- ❒ Auto Run might not automatically work with certain OS settings. In this case, launch " CDLAUNCH.EXE " located on the CD-ROM root directory.
- ❒ If you want to install without using Auto Run, hold down the 【SHIFT】 key (when your system is Windows 2000, hold down the left 【SHIFT】 key) while inserting the CD-ROM. Keep the 【SHIFT】 key held down until the computer has finished accessing the CD-ROM.
- ❒ If **[Cancel]** is pressed during installation, the installation will be stopped and the remaining scanner drivers and utilities will not be installed. If **[Cancel]** has been pressed, re-install the remaining scanner drivers and utilities after re-starting the computer.

1 Close all applications that are running.

2 Insert the CD-ROM labeled "Scanner Drivers & Utilities" into the CD-ROM drive.

3 Follow the instructions on the screen.

4 Restart the computer after installation is complete.

5 Set up the options with the scanner driver.

Using Windows NT 3.51

Limitation

❒ To install the driver when using Windows NT 3.51, log-on as a member of the Administrator group.

Installing the TWAIN Driver

1 Insert the CD-ROM labeled "Scanner Drivers & Utilities" into the CD-ROM drive.

2 Select [Run] from the [File] menu in the [File Manager].

The **[Run]** dialog box appears.

3 Inside the [Command Line] box, input "DRIVERS\TWAIN\OTHERS\SETUP" after the name of the drive in which the CD-ROM is located and click [OK].

For example, if the CD-ROM is placed in the D drive, input "D:\DRIVERS\TWAIN\OTHERS\SETUP".

4 Follow the instructions on the screen.

5 Restart the computer after installation is complete.

3. Basic Scanning Operations Using the Ridoc Desk 2000 Lt

This chapter describes the basic flow of operations when scanning with the Ridoc Desk 2000 Lt. In addition, the some functions of the TWAIN Driver are introduced.

Note

❒ Ridoc Desk 2000 Lt works with Windows 95/98/Me, Windows 2000, Windows NT 4.0.

Limitation

❒ Ridoc Desk 2000 Lt does not work with Windows NT 3.51. However, if you are using Windows NT 3.51, you must access the TWAIN Driver from commercially available applications that work with TWAIN.

Flow of Original Scanning Operations

When using the Ridoc Desk 2000 Lt for scanning, the basic flow of operations is as follows.

① Selecting the driver of the scanner
Start up the Ridoc Desk 2000 Lt and select the driver for the scanner (TWAIN Driver).

② Setting the conditions for scanning
Start up TWAIN Driver and set the conditions for scanning a original.

③ Placing an original
Place an original on the scanner.

④ Scanning the original
Scan the original. The scanned image can be edited and printed using the Ridoc Desk 2000 Lt.

Reference

For information about editing and printing of the scanned image, see the Ridoc Desk 2000 Lt Help file.

⑤ Saving the image
Save the scanned image.

⑥ Closing the application
Close the Ridoc Desk 2000 Lt.

On P.16 *"Scanning Originals"* hereafter, the order of each of the above steps is explained.

Scanning Originals

Here the operations for scanning images from the scanner using the Ridoc Desk 2000 Lt are explained. When the application you are using is not TWAIN compatible, perform scanning using the Ridoc Desk 2000 Lt.

Note

❒ By pressing the 【F1】 key on the keyboard of the PC during the use of the Ridoc Desk 2000 Lt, the Help file appears.

Scanning Originals

Here, the method for scanning single original is explained on P.15 *"Flow of Original Scanning Operations"*.

1 Start up the Ridoc Desk 2000 Lt and select the driver of the scanner.

❶ Click [Start], point to [Program], and then click [RICOH Ridoc Desk 2000] from [Ridoc Desk 2000].

Ridoc Desk 2000 Lt starts up.

❷ From the [Tools] menu, click [Scanner Settings].

The **[Scanner Settings]** dialog box appears.

❸ Click [Select Scanner].

The **[Select Source]** dialog box appears.

❹ Click [RICOH imagio neo 350/450] in the list, then click [Select].

TWAIN Driver is selected as the scanner source.

❺ Click [OK].

The **[Set Scanner]** dialog box closes.

2 Set the scanning conditions.

❶ From the [File] menu, point to [Add Document], and then click [Scan...].

The Ridoc Desk viewer and the TWAIN Driver start up.

After a short time, the dialog box of the TWAIN Driver that operates the scanner appears. This dialog box is called scanner control dialog box.

Note

❒ The title bar displays the scanner currently being used. When multiple scanners are connected, confirm that the indicated scanner name is the scanner to be used. If the intended scanner is different, continue from step ❷. If it is not necessary to change the scanner, continue from step ❹.

❷ Click [Select Scanner].

The **[Select Scanner]** dialog box appears.

❸ **In the [Scanner Name] box, select the scanner to be used, and then click [OK].**

The dialog box closes and the scanner is selected.

Note

❒ If the scanner to be used does not appear in the list, check the following points. Click **[Renew]** and select the scanner.

- Make sure that the IP address is configured and that the scanner is correctly connected to the network.
- If the driver is still not displayed in the list after the above operations, consult with your network administrator.

❹ **Select the icon in the [Scanning mode].**

Depending on the type of original or the objective for scanning, select from one of the following four types.

- **[Standard]** is suitable for scanning standard originals that comprise mainly text.
- **[Photo]** is suitable for scanning originals that include photos, shaded illustrations, etc.
- **[OCR]** is suitable for conversion processing with an OCR (Optical Character Reading) application after scanning the original.
- **[Filing]** is suitable for use with filing applications, etc.

Note

❒ Here, the easy setting method using **[Easy Window]** is explained. For advanced settings, click **[Details]** to display **[Details Window]**. For information regarding the **[Details Window]**, see the TWAIN Driver Help file.

❺ **If necessary, change the setting of the [Original] group.**

Reference

For the **[Original]** group setting, see the Help file.

Note

❒ When scanning only a number of the originals placed in the Auto Document Feeder (ADF), select **[ADF (Prefeed off)]** from the **[Set Location]**. When scanning by selecting **[ADF]**, one sheet is left in the Auto Document Feeder (ADF) after scanning. By scanning with **[ADF (Prefeed off)]** selected, the scanned original is properly disposed of.

❒ For scanners where the Auto Document Feeder (ADF) is not pre-installed, **[2-Sided Scanning]** cannot be selected in **[Scanning Side]**.

3 Place originals in the scanner.

Place an original on the exposure glass or in the Auto Document Feeder (ADF) in order to be scanned. For placing originals in the scanner, see the operating instructions provided with the scanner.

4 When you want to configure the scanning area, follow the steps below.

Note

❒ When you do not configure the scanning area, continue from step **5**.

❶ **Click [Preview] .**

The original that was placed is scanned and the **[Preview]** dialog box appears. The scanning area in the preview appears within the broken lines.

❷ **Assign the scanning area by dragging a border or the top line.**

When reconfiguring the area, click  and drag one corner of the area towards its opposite corner.

Note

❒ For details about the preview, see the TWAIN Driver Help file.

❒ Depending on the scanning resolution, the area to be scanned may possibly be subject to restrictions. For the relationship between the resolution and the scanning area, see P.23 *"The Relationship between the Data Size and the Scanning Area, as well as the Resolution"* .

❒ The resolution of the preview screen is fixed. However, when different values have been assigned for the X, Y resolutions, the preview screen and the scanned image will look different.

❸ **Click [Close].**

The **[Preview]** dialog box closes.

5 Click [Scan].

The original is scanned and displayed in the view window of the Ridoc Desk 2000 Lt while the scanner control dialog box closes automatically.

Note

❒ The scanned image can be edited, including rotating it and cutting it to size, and printed after having been edited. For editing and printing operations, see the Ridoc Desk 2000 Lt Help file.

6 Save the scanned image.

❶ **In the [File] menu, click [Close].**

The **[Input Document Information]** dialog box appears.

❷ **Input the file name and click [OK].**

The image is stored in the Ridoc Desk 2000 Lt, and the Ridoc Desk view closes.

Note

❒ The stored image can be written as a file. For details, see the Ridoc Desk 2000 Lt Help file.

7 Close Ridoc Desk 2000 Lt.

❶ **From the [File] menu, click [Close Ridoc Desk].**

Ridoc Desk 2000 Lt is closed.

Editing and Printing

With the Ridoc Desk 2000 Lt, it is possible to edit and print open or scanned images. For details on how to edit and print, see the Ridoc Desk 2000 Lt Help file.

Functions of the TWAIN Driver

Following is an introduction to the various functions of the TWAIN Driver.

Reference

For more details about each function or other functions, see the Help file.

TWAIN Driver Functions

❖ **Automatic Tilt Correction**

This function automatically corrects character strings that were scanned slanted.

Note

❒ This function is only valid when **[Color / Gradation]** on the **[Picture Quality]** tab of the scanner control dialog box has been set to **[Binary]**. In this case the correction will not be reflected in the preview.

❖ **Printing to the Image**

This function allows you to imprint dates, page numbers or your favorite characters to a scanned image. You can also change the fonts of the imprints, as well as the numerical order of the scanned images, whether it is ascending or descending.

❖ **Scanning Mode Registration**

This function allows you to register other scanning configurations that are often used as scanning modes besides the already pre-installed ones. After the registration, you can scan immediately with the scanning configurations.
The general configurations that come with the pre-installed scanning modes are quite sufficient, however, except for these, you can add and remove other scanning modes.

Getting Help

The TWAIN Driver Help section explains procedures as well as scanning condition configuration methods when scanning images using Ridoc Desk 2000 Lt and commercially available applications compatible with TWAIN.

Using the TWAIN Driver Help

1 Click [Start], select [Programs] and click [Help Files] from the [TWAIN Driver] folder.

The **[Topic Search]** window of the TWAIN Driver Help appears.

When searching for keywords, double click on the **[Keyword]** tab and a list of keywords will appear. You can scroll the list or search by entering words or phrases.

2 Double click on the topic you want to read or select the topic and click [Display].

The content of the selected topic is displayed. However, in case that there are subtopics under the selected topic, these will be displayed.

3 The contents of Help appear.

When using the buttons at the top of the Help screen and the menu you can do the following things:

❖ **Topic**
Opens the **[Topic Search]** window.

❖ **Back**
Goes back to previous Help screen.

❖ **Print**
Prints the contents of the displayed topic.

❖ **Edit**
Has the following functions:

- Copy
  Copies the contents of Help.
- Comment
  Attaches comments to Help.

❖ **Options**
Has the following functions:

- Display Help
  You can change Help to **[Standard]**, **[User Displayed]**, **[Non-User Displayed]**.
- Display History
  As the contents of Help are written in order, it is possible to jump to the previously viewed topic.
- Character Size
  You can change the character size to **[Small]**, **[Standard]** or **[Large]**.
- System Color
  You can also change the color used by Help to the system color.

4 Click on the ×button in the upper right hand corner to exit Help.

TWAIN Driver Help is closed.

The Relationship between the Data Size and the Scanning Area, as well as the Resolution

The resolution and the scanning area as well as the data size are all affected in the following way.

- When the resolution (dpi) is set to a high value, the data size becomes larger and the scanning area which can be set becomes smaller.
- When the scanning area is set larger, the data size becomes larger, and the resolution becomes lower.

Note

❒ The size of the scanning area is the standard.

❒ Scanning is not possible when there are blank fields in the setting.

❒ A data size that works with applications and a data size that can scan with the TWAIN Driver are different. For a data size that can work with applications, see the manuals that came with each of the applications.

Limitation

❒ Depending on the image compression level as well as the capacity of the built in memory, the maximum image size will be limited.

❒ When using the Auto Document Feeder (ADF), the resolution can be set up to 12000dpi.

List of Data Size Resolutions

By combining the scanning area and the resolution, the size of the scanned data can be set. The following display the standards for the scanned data size.

When [Binary] [Half-tone] is Selected

Paper size	Width(mm/inch)	Height(mm/inch)	Resolution(dpi)							
			100	200	300	400	500	600	700	800
A3	297/11.7	420/16.5	235	943	2121	3772	5893	8487	-	-
A4	210/8.3	297/11.7	117	470	1061	1886	2946	4247	5779	7545
A5	148/5.8	210/8.3	58	234	528	939	1469	2116	2876	3759
A6	105/4.1	148/5.8	29	117	264	468	734	1058	1437	1880
B4	257/10.1	364/14.3	176	705	1591	2826	4422	6364	-	-
B5	182/7.2	257/10.1	87	353	794	1414	2208	3183	4329	5659
B6	128/5.0	182/7.2	43	174	394	702	1098	1582	2155	2815
11×17 (DLT)	279/11.0	432/17.0	227	913	2051	3652	5702	8217	-	-
8½×14 (LG)	216/8½	356/14.0	144	579	1304	2324	3629	5225	7110	-
8½×11 (LT)	216/8½	356/14.0	113	455	1024	1826	2852	4105	5587	7304
5½×8½ (HLT)	140/5½	216/8½	56	227	512	913	1423	2051	2794	3652
8½×13	216/8½	330/13.0	134	538	1211	2158	3370	4852	6602	-

Numerical Value: Data Size (Unit = KB)

Paper size	Width(mm/inch)	Height(mm/inch)	Resolution(dpi)							
			900	1000	1100	1200	1300	1400	1500	1600
A3	297/11.7	420/16.5	-	-	-	-	-	-	-	-

Paper size	Width(mm/inch)	Height(mm/inch)	Resolution(dpi)							
			900	1000	1100	1200	1300	1400	1500	1600
A4	210/8.3	297/11.7	-	-	-	-	-	-	-	-
A5	148/5.8	210/8.3	4759	5877	7113	8467	-	-	-	-
A6	105/4.1	148/5.8	2381	2936	3555	4233	4963	5759	6614	7520
B4	257/10.1	364/14.3	-	-	-	-	-	-	-	-
B5	182/7.2	257/10.1	7167	-	-	-	-	-	-	-
B6	128/5.0	182/7.2	3564	4401	5326	6339	7441	-	-	-
11×17 (DLT)	279/11.0	432/17.0	-	-	-	-	-	-	-	-
8½×14 (LG)	216/8½	356/14.0	-	-	-	-	-	-	-	-
8½×11 (LT)	216/8½	279/11.0	-	-	-	-	-	-	-	-
5½×8½ (HLT)	140/5½	216/8½	4616	5702	6902	8217	-	-	-	-
8½×13	216/8½	330/13.0	-	-	-	-	-	-	-	-

Numerical Value: Data Size (Unit = KB)

When [Binary value 256 colors(gray-scale)] is Selected

Paper size	Width (mm/ inch)	Height (mm/ inch)	Resolution(dpi)					
			100	200	300	400	500	600
A3	297/ 11.7	420/ 16.5	1888	7552	-	-	-	-
A4	210/ 8.3	297/ 11.7	944	3776	8496	-	-	-
A5	148/ 5.8	210/ 8.3	470	1881	4234	7527	-	-
A6	105/ 4.1	148/ 5.8	235	940	2117	3763	5880	8468
B4	257/ 10.1	364/ 14.3	1416	5664	-	-	-	-
B5	182/ 7.2	257/ 10.1	708	2832	6372	-	-	-
B6	128/ 5.0	182/ 7.2	352	1410	3173	5642	-	-
11×17 (DLT)	279/ 11.0	432/ 17.0	1826	7304	-	-	-	-
8½×14 (LG)	216/8½	356/ 14.0	1162	4648	-	-	-	-
8½×11 (LT)	216/8½	279/ 11.0	913	3652	8217	-	-	-
5½×8½ (HLT)	140/5½	216/8½	456	1826	4108	7304	-	-
8½×13	216/8½	330/ 13.0	1079	4316	-	-	-	-

Numerical Value: Data Size (Unit = KB)

Troubleshooting

This section explains the possible causes and actions to take when the scanner does not scan an image in the expected manner.

When Scanning is not Performed as Expected.

The scanned image is dirty.	• The Exposure Glass, the ADF Exposure Glass, the Pressure Plate or the Document Roller is dirty. • Clean the Exposure Glass, the ADF Exposure Glass, the Pressure Plate and the Document Roller.
The scanned image is distorted or out of position.	• The original was moved while being scanned. Do not move the original during scanning. • The original is not pressed flat against the Exposure Glass. Make sure the original is pressed flat against the Exposure Glass. • Be sure to tightly align the guide of the Auto Document Feeder (ADF) with the size of the original.
The scanned image is upside down.	• The original was placed upside down. Set the original in the correct direction.
The original image cannot be scanned.	• The original was placed with the front and back reversed. Set the original in the correct direction. • When setting originals on the Exposure Glass, place the side to be scanned face down; when setting originals in the Auto Document Feeder (ADF), load the side to be scanned face up. • Make sure the locking switch is in the unlocked position.
Dirt sticks to the original.	• Clean the Feed Roller, Document Roller and Document Rolling Unit.

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